

Introduction: 7th Call for Proposals under the Requesting Party Activity (RPA) in Latvia

Riga, 31/03/2026

- 09:30 – 09:35 Gathering and Welcoming (Cesis Municipality & Delegation)
- 09:35 – 09:45 Introduction to Space Exploration Center
- 09:45 – 10:00 Introduction to EE and LT Industrial Coordinators
- 10:00 – 11:00 Briefing (ESA)
- 11:00 – 11:15 Coffee Break
- 11:15 – 11:30 Airbus Defence and Space presentation
- 11:30 – 11:45 Education activities and OSIP
- 11:45 – 12:45 The proposal template – Hints & Tips
- 12:45 – 13:45 Lunch
- 13:45 – 14:20 Proposal template – Part 2
- 14:20 – 18:00 Parallel bilateral one to one meetings with ESA and Airbus

This presentation material does not contain sufficient information to be used, in any way, in the context of the Fixed Call for Proposals **CfP/5-50178/26/NL/MH/cd** and **CfP/5-50177/26/NL/MH/cd**.

This presentation is just to help understand in a simplified manner some of the Rules and Procedures associated with ESA procurements, in particular for this Call for Proposals.

Please ensure that your Proposal is compliant with the requirements contained in **the Fixed Call for Proposals CfP/5-50178/26/NL/MH/cd and CfP/5-50177/26/NL/MH/cd documentation** that will be published on esa-star Publication.

Latvia signed the Associate Member (AM) agreement on 30 June 2020 and went into force on 27 July 2020:

- The RPA scheme is part of the AM agreement and is a funding scheme with a minimum contribution of 500k EUR per year, to further develop the national space industry.
 - **Latvia is actually contributing more than this!**
- RPA aims at providing support to Latvian entities to overcome market entry barriers and reach a competitive level for successful participation in multinational ESA programmes.

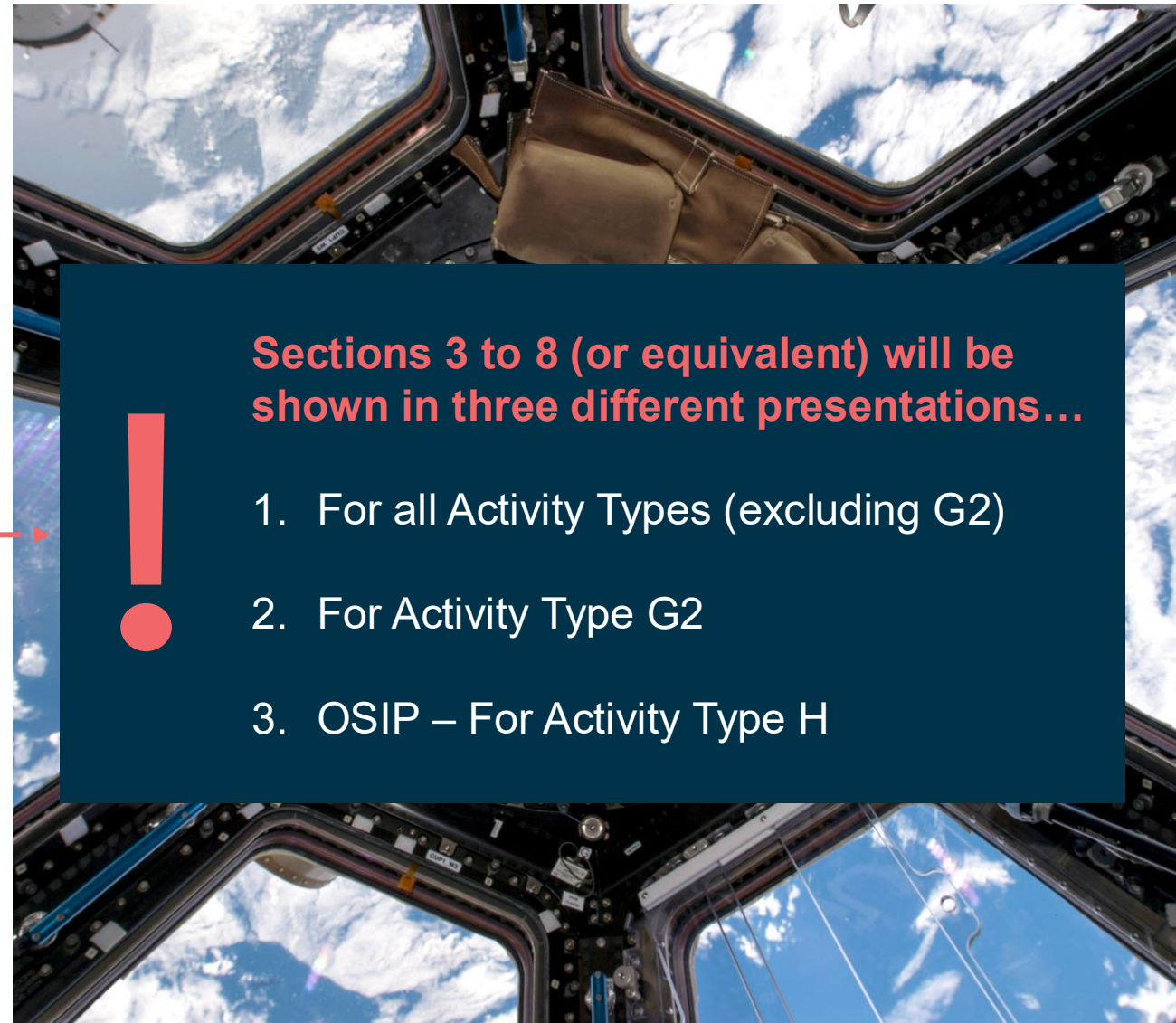
The goals are:

- To prepare the industry to be competitive in ESA optional programmes Latvia subscribes to;
- To develop the competences that enable the country to contribute to new ESA optional programmes;
- To support space science activities (should the Latvian government wish);
- To ensure that a highly educated workforce is available in the country for space related activities.



Summary of the presentation

1. ESA Tools – Basics of ESA procurement
2. Type of Activity Overview
3. Tender Package for Fixed Call for Proposals
 - a. Cover Letter
 - b. Draft Contract
 - c. Tendering Conditions
 - d. Proposal Template
4. The Tender Evaluation
5. The Negotiation Period
6. Debriefing
7. Schedule
8. Questions?



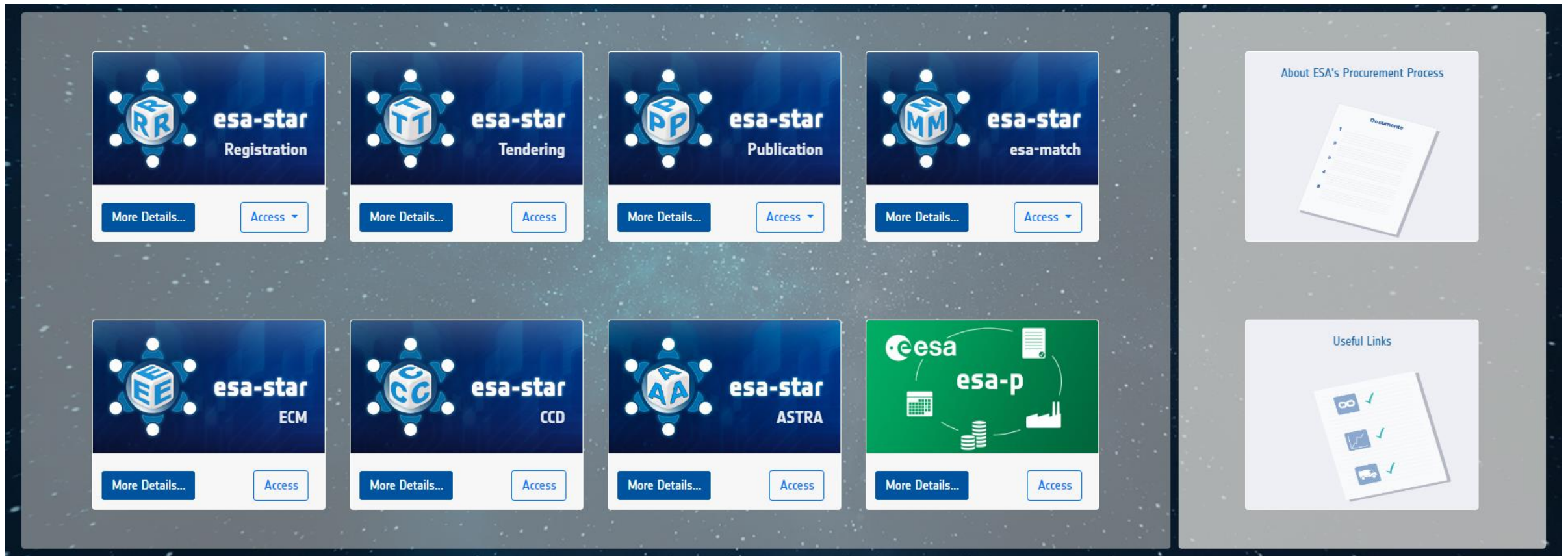
1. ESA Tools – Basics of ESA Procurement



1. ESA Tools – Basics of ESA Procurement

<https://doing-business.sso.esa.int/>

- Portal for access to the entire esa-star toolset, including associated ESA corporate applications like esa-p
- All applications are connected, making it easier for users to access the systems and retrieve information
- Optimised and supported for use with the Google Chrome browser



1. ESA Tools – Basics of ESA Procurement

esa-star Registration (<https://esastar-emr.sso.esa.int/>)

- Registration on ESA-STAR is a **pre-requisite** to do business with ESA

esa-star Publication (<http://doing-business.sso.esa.int>)

- All Tender related documents can be found in esa-star Publication. Here you request the system to create a **Bidder Restricted Area** in ESA-STAR Tendering

esa-star Tendering (<http://doing-business.sso.esa.int>)

- In the Bidder Restricted Area, you can request for clarifications and **submit the proposal**

esa-star esa-match (<https://esastar-esamatch.sso.esa.int/>)

- Competences & Capabilities, **find suitable tenders and entities for collaboration**



Further Instructions

[ESA - esa-star: open for business](#)

<https://esastar.sso.esa.int/Lists/List%20Training/Forms/AllItems.aspx>

1. ESA Tools – Basics of ESA Procurement

esa-star Registration

Doing Business with ESA

This portal provides access to the different ESA IT Corporate Applications for all economic operators doing business with, or intending to interact with, ESA.

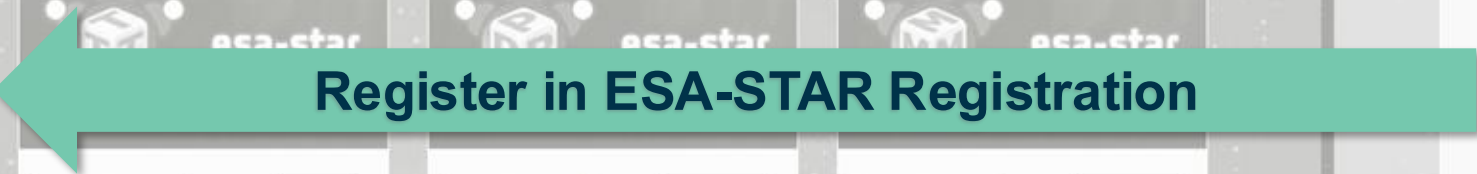
A click on the "More Details..." button provided for each IT Corporate Application reveals a brief description which explains the purpose of and process supported by the related system. To access any of the applications, please use the "Access" buttons. Some systems can be entered as a guest user, without the need to log-in. However, functionalities and data available will be limited. Additional information about the ESA Procurement Process and further useful links for economic operators are provided on the right-hand side.

esa-star Announcements

ESA Programmes Information

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Registration

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About ESA's Procurement Process

esa-star
ECM

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CCD

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ASTRA

[More Details...](#) [Access](#)

esa-p

[More Details...](#) [Access](#)

Useful Links

1. ESA Tools – Basics of ESA Procurement

esa-star Publication

Doing Business with ESA

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esa-star Announcements

ESA Programmes Information

**Access Tenders and
ESA procurement related news**

**esa-star
Publication**

More Details... Access

**esa-star
esa-match**

More Details... Access

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About ESA's Procurement Process

Useful Links

2. Type of Activity Overview



